

Approved For Release 2009/07/16 : CIA-RDP85-00424R000100460003-7

TRANSMITTAL SLIP		DATE
TO: Protocol Branch		
ROOM NO. 7E31	BUILDING HQS	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 56

REPLACES FORM 36-8 WHICH MAY BE USED.

(47)

MEMORANDUM FOR: Director of Data Processing

VIA: Deputy Director for Administration

FROM:
Executive Secretary, Honor and Merit Awards Board

SUBJECT: Certificate of Distinction -

1. The Deputy Director for Administration has approved award of the Certificate of Distinction to in recognition of her exceptional achievements for the Agency. Please inform her of the award, of the security provisions governing it as set forth in the attached memorandum from the Security Advisor, Honor and Merit Awards Board, and advise her that the Protocol Branch, Office of Personnel, will contact her to arrange presentation of the award.

2. We are committed to present awards as soon as possible after their approval. When you have contacted the awardee, please ask a member of your staff to mail the attached "Return Copy" of this memorandum to the Protocol Branch, indicating the date of your notification and a telephone number on which the awardee can be reached.

Attachments

Awardee notified of award on _____
(date)

by _____
(name, office, extension)

Awardee can be reached on _____
(telephone)

Comments: